



**DEPARTMENT OF PLANNING, ENGINEERING AND BUILDING
CERTIFIED SUBDIVISION PLAT CHECKLIST (May 2005)**

Please use this checklist to make sure that your subdivision application to the City of Madison is complete. Please fill in the form in its entirety, putting checkmarks by each completed item.

This form must be completed and turned in with your application to the Planning Commission. We *cannot* accept your application without it.

If any item on this checklist is omitted, your application may be removed from the Planning Commission's agenda, as provided in Section 4-3-3 of the City of Madison Subdivision Regulations. However, if you omit an item intentionally because it does not apply to your particular subdivision, please attach a complete explanation justifying the omission.

For a complete explanation of each item, please see the City's Subdivision Regulation document, which can be found on line at:

<http://www.ci.madison.al.us/docs/Subdivision%20Regulations%201-11-5%20.pdf>

General Information.

Development
Name_____

Development
Type_____

Zoning_____

Acres_____

Lots_____

Smallest lot size_____

Linear feet in streets_____

Waiver(s)
requested_____

☐ Certified Plat Fee - \$25.00 + \$5.00 per adjoining property owner Paid_____

☐ Drainage Review Fee - \$25.00 + \$5.00 per acre Paid_____

☐ Six copies of drawings

☐ Digital submittal *.pdf and AutoCAD format.vc

☐ Notarized Public Hearing Form

☐ Closure tape

Certified plat.

☐ The name, address and Deed Book and Page of record of the legal owner AND the name and address of the agent or agents acting for the legal owner.

☐ A caption giving the location of the subdivision by government lot, quarter section, township, range, city, county and state including sufficient description to clearly define the lands; AND lot and block and subdivision name and parcel number(s) and legal Deed Book and Page of all portions which are a part of previously approved subdivision(s) of legal record.

☐ North point referenced to a line established in the U.S. Public land survey, date and scale. The property shown on a plat or map may be drawn to any scale provided that the dimensions and other information shown thereon are legible.

☐ A vicinity map at the same scale as the Official Zoning Map of the City of Madison and shall show the location of the proposed subdivision and all existing and approved roads within twelve hundred (1200) feet of the exterior boundaries of the proposed subdivision.

☐ The name, address and seal of the registered surveyor or engineer preparing the plat or map.

☐ The exact length and bearing of the exterior boundaries of the tract of land being subdivided. Distances will be provided to the nearest hundredth of a foot and bearings to the nearest tenth of a second of arc to achieve a positional accuracy of 1:5000, corresponding to third order accuracy.

☐ Dimensions and area in acres of all lots and other land areas and the bearings of the respective sides. All lots and blocks shall be numbered where this provision is appropriate.

☐ Approximate radii, central angle, arc distance, chord lengths, and points of tangency of all curves.

☐ The name, address, and legal Deed Book and Page of the ownership for all adjacent parcels as they appear in the current records of the County Tax Assessor's office.

☐ Zoning classification of the land to be subdivided and the zoning classification of all adjoining tracts of land.

☐ The location, widths and names of all existing or platted streets, alleys, pedestrian ways or other public ways and easements, railroad and utility rights-of-way, parks, cemeteries, drainage ditches, water courses, bridges, and other permanent or temporary buildings or structures, and other public places on or adjacent to the tract of land being subdivided.

☐ Avigation easement, if applicable

☐ Location of all utilities including fire hydrants

☐ Land intended to be dedicated to public use, or to be reserved by deed covenant for use of all property owners in the subdivision with conditions, if any, of such dedication or reservations. Private property held in common and NOT dedicated for public use shall be so indicated.

☐ Flood plain district limits, including the contour line of the floodway, the flood profile elevation (100 year flood) and the contour line two (2) feet above the vertical distance of the flood profile elevation.

☐ Wooded areas, wetlands, unstable soils or slopes and any other adverse condition affecting the site.

☐ A site assessment map drawn at the same scale as the plat, and including the location, size, and condition of all the following: geologic formations, soils classifications, bluffs, sinkholes, caves, landslides (active and inactive), lineaments,

springs, seeps, streams (perennial, intermittent, wet weather), wetlands, groundwater recharge points, vegetative communities, including the five most abundant tree and floral species for each community, in order of abundance and including the approximate age of each community, endangered and threatened species as determined by the US Fish and Wildlife Service, evidence of recent or ancient quarry operations, spoils areas, dump sites (active, inactive, or covered/reclaimed), existing fills and excavations, existing drainage retention and detention areas, wells, whether active or inactive, open or closed, storage tanks, regardless of contents, both above ground and underground, known historical and archaeological features

☐ Site assessment map including the names and qualifications of all site assessment investigators and analysts, methods used in site assessment, findings for all features identified on the map, including itemized descriptions, illustrations and photographs, professional conclusions concerning the impact of the findings on the proposed development, as well as the impact of the development on the natural features of the site, recommendations for mitigation of the impacts of development on the site

☐ The Certified Plat shall be accompanied by the following endorsements at the time of submittal:

- a) Registered Surveyor's or Engineer's Certificate and description of land platted.
- b) Notarized dedication.
- c) A Certificate of Approval executed by the City Engineer for the City of Madison **(signature not required at initial submittal)**
- d) Any restrictions and/or special notations which may be required by other provisions of these regulations.
- e) Certification by the Administrative Officer that the property and the Certified Plat has been inspected and reviewed and that it is found to be compliant with zoning restrictions and subdivision regulations. **(signature not required at initial submittal)**
- f) A Certificate of Approval form for execution following favorable action by the Planning Commission for the City of Madison.

☐ Water and Wastewater approval **(memo not required at initial submittal)**

I hereby certify that all of the above information has been submitted for review by City staff, except as indicated. I have listed all information which was not submitted, if any, and reasons therefore on a separate sheet.

Engineer/Surveyor

Seal

Engineering/Surveying Firm

Date